

Element Performance Inspection (EPI)

1.3.7 Outsource Organization (AW)

Purpose of this Element (Air Carrier's responsibility):

To ensure the Air Carrier's outsource maintenance organizations are servicing and maintaining the aircraft and appliances in accordance with the Air Carrier's policies and procedures.

Objective (FAA responsibility):

To determine if the Outsource Organization follows the Air Carrier's policies, procedures, and controls.

Specific Instructions for this EPI:

To accomplish this EPI, the inspector will verify that the Outsource Organization meets the Air Carrier's requirements and performs all maintenance and servicing in accordance with the Air Carrier's policies and procedures. The inspector will verify that the Air Carrier assures the Outsource Organization employs appropriately trained, qualified, authorized/certificated personnel and maintains appropriate facilities and equipment. The inspector should review work requests for completeness and perform a spot inspection of the actual work for compliance to the provided data. Additionally, the inspector will verify the Air Carrier provides appropriate oversight to all substantial maintenance providers listed in their Operations Specifications.

Prior to conducting an inspection, contact the Outsource Organization PI to advise them of the proposed inspection of the Outsource Organization and coordinate the inspection. A review of PTRS data as well as information from the PI's previous inspections should be considered prior to performing the inspection. The Outsource Organization PI will be advised of the findings preferably in writing.

NOTE: During the accomplishment of this EPI ONLY and when responding to performance measures 1.1.1 through 1.1.25, you may enter "N/A" when the Outsource Organization does not perform a particular performance measure.

Related EPIs:

1.2.1 Airworthiness Release / Logbook Entry (AW)	Surveillance (CAS) (AW)
1.2.2 Major Repairs and Alterations Records (AW)	1.3.15 Reliability Program (AW)
1.2.3 Maintenance Log / Recording Requirements (AW)	1.3.16 Fueling (AW)
1.3.2 Inspection Program (AW)	1.3.18 De-Icing Program (AW)
1.3.3 Maintenance Facility / Main Maintenance Base (AW)	1.3.19 Lower Landing Minimums (LLM)
1.3.4 Required Inspection Items (RII)	2.1.1 Manual Currency (AW / OP)
1.3.5 MEL / CDL / Deferred Maintenance	2.1.2 Content Consistency Across Manuals
1.3.6 AD Management (AW)	2.1.3 Distribution (Manuals) (AW / OP)
1.3.8 Control of Calibrated Tools and Test Equipment (AW)	2.1.4 Availability (Manuals) (AW / OP)
1.3.9 Engineering / Major Repairs and Alterations (AW)	2.1.5 Supplemental Operations Manual Requirements (AW / OP)
1.3.10 Parts / Material Control / SUP (AW)	4.1.1 RII Personnel (AW)
1.3.11 Continuous Analysis and	4.2.2 RII Training Requirements (AW)
	4.4.1 Recency of Experience (AW)
	4.4.2 Display of Certificate (AW)
	4.4.3 Privileges Airframe and Powerplant
	4.4.4 Privileges & Limitations for Repairmen
	5.1.1 Line Stations (AW)

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To meet this objective, the inspector will accomplish the following tasks (at the inspection locations where applicable):

1. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this EPI.
2. Review the associated SAI, with emphasis on the Controls Attribute section.
3. Review the Air Carrier's Outsource Organization policies and procedures.
4. Review the Air Carrier's work instructions to the outsource maintenance provider.
5. Review and assess the performance of the Outsource Organization process in accordance with the Air Carrier's policies and procedures.
6. Review and assess appropriate records.
7. Review the maintenance provider's certificate and Operations Specifications or equivalent authorization.

To meet this objective, the inspector will answer the following questions:

1. Were the following performance measures met:

1.1 The outsource organization utilized the following Continuous Airworthiness Maintenance Program (CAMP) elements in accordance with the Air Carrier's policies and procedures:

<i>1.1.1 Airworthiness Release / Logbook Entry</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.2 Major Repairs and Alterations Records</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.3 Maintenance Log / Recording Requirements</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.4 Inspection Program</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.5 Maintenance Facility / Main Maintenance Base</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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<i>1.1.6 Required Inspection Items (RII)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.7 MEL / CDL /Deferred Maintenance</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.8 AD Management</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.9 Control of Calibrated Tools and Test Equipment</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.10 Engineering / Major Repairs and Alterations</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.11 Parts / Material Control / SUP</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.12 Continuous Analysis and Surveillance (CAS)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.13 Reliability Program</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.14 Fueling</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.15 De-Icing Program</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.16 Lower Landing Minimums (LLM)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.17 Manual Currency</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.18 Distribution (Manuals)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

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<i>1.1.19 Availability (Manuals)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.20 RII Personnel</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.21 Maintenance Training Program</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.22 RII Training Requirements</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.23 Recency of Experience</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.24 Privileges Airframe and Powerplant</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.1.25 Privileges and Limitations for Repairmen</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
<i>1.2 The outsource organization complied with the Air Carrier's work instructions.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
2. Were the Air Carrier's procedures followed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no or N/A, explain:
3. Were the Air Carrier's controls followed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no or N/A, explain:
4. Did records comply with the Air Carrier's policies and procedures?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If no, explain:
5. <Deleted>		

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SUPPLEMENTAL INFORMATION

SRRs:

- 14 CFR 121.367 (a-c), “Maintenance, preventive maintenance, and alterations programs.”
- 14 CFR 121.369 (a, b), “Manual requirements.”
- 14 CFR 121.371 (a-d), “Required inspection personnel.”
- 14 CFR 121.373 (a), “Continuing analysis and surveillance.”
- 14 CFR 121.375, “Maintenance and preventive maintenance training program.”
- 14 CFR 121.377, “Maintenance and preventive maintenance personnel duty time limitations.”
- 14 CFR 121.378 (a), “Certificate requirements.”

Other CFRs and FAA Guidance:

- 14 CFR 65.81, “Privileges and limitations for Airframe and powerplant.”
- 14 CFR 65.83, “Recency of experience.”
- 14 CFR 65.103, “Privileges and limitations for repairmen.”
- 14 CFR 119.49 (a), “Contents of operations specifications.”
- 14 CFR 121, App. H, “Advanced Simulation.”
- 14 CFR 121, App. I, “Drug Testing Program.”
- 14 CFR 121, App. J, “Alcohol Misuse Prevention Program.”
- 14 CFR 121.363 (b), “Responsibility for airworthiness.”
- 14 CFR 121.365, “Maintenance and preventive maintenance.”
- 14 CFR 121.379 (a, b), “Authority to perform and approve maintenance, preventive maintenance, and alterations.”
- 14 CFR 121.457, “Testing for prohibited drugs.”
- 14 CFR 121.459, “Testing for alcohol.”
- 14 CFR 121.709, “Airworthiness release or log entry.”
- 14 CFR 145, “Repair Stations.”
- 14 CFR 145 Subpart B, “Domestic repair stations.”
- 14 CFR 145 Subpart C, “Foreign Repair stations.”
- 14 CFR 145.2, “Performance of maintenance, preventive maintenance, alterations and required inspections for an air carrier or commercial operator under the continuous airworthiness requirements of Part 121, and for airplanes under the inspection program required by Part 125.”
- 14 CFR 145.19, “Display of certificate.”
- 14 CFR 145.23, “Inspection.”
- FAA Order 8300.10, Vol. 2, Chap. 67, “Approve Contract Reliability Program.”
- FAA Order 8300.10, Vol. 2, Chap. 69, “Evaluate Part 121/135 Maintenance Contractual Arrangement.”
- FAA Order 8300.10, Vol. 2, Chap. 73, “Evaluate Part 121/135 10 or More Leased ...”
- FAA Order 8300.10, Vol. 2, Chap. 84, “FAR Part 121/135 Operations Specifications.”
- FAA Order 8300.10, Vol. 3, Chap. 97, “Inspect domestic repair station.”
- FAA Order 8300.10, Vol. 3, Chap. 98, “Inspect foreign repair station.”
- HBAW 99-06, as amended, “Required documentation in certificated repair station files.”
- HBAW 99-10, as amended, “Air Agency control and handling of aircraft parts that contain hazardous materials.”

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- HBAW 98-01, as amended, “Air carrier and maintenance provider contracts.”
- HBAW 96-05, as amended, “Air Carrier Operations Specifications Authorization...”
- HBAW 96-08, as amended, “Detecting unapproved parts.”
- Refer to Advisory Circulars using a search engine (such as ATP Navigator or Summit).